

## Job Description

### Human Resource Use Only

**Position Number:** 10065  
**Step/Grade:** M  
**Effective Date:** 02/2020  
**Revision Date:** ~~09-2024~~02.2026  
**Revision Date:** ~~2.2026~~

### POSITION IDENTIFICATION

**Position Title:** Inspection Supervisor  
**Department:** Fire Rescue (Non-sworn)  
**Status:** Full-time, Exempt  
**Normal Workweek:** Monday - Friday

### SUPERVISORY RELATIONSHIPS

**Reports to:** Fire Chief  
**Directly Supervises:** Building Inspector, Commercial Electrical Inspector, Plumbing Inspector, Housing Enforcement Inspector, Fire/Inspection Administrative Assistant.

### POSITION PURPOSE

Under the general supervision from the Fire Chief, performs administrative and technical activities necessary to obtain compliance with the City's building code including enforcement and inspection and assists in the enforcement of the zoning code for the City. The position requires complex technical duties in enforcing construction codes to ensure the public safety and health. This position performs skilled inspections and administrative work to ensure compliance with appropriate State and Municipal Code. This position is primarily responsible for the daily supervision and work assignments for the inspection staff.

### ESSENTIAL DUTIES

- Oversees the enforcement of building, electrical, mechanical, plumbing, all commercial and residential construction and performs those inspections as well. Reviews plans as agent, when appropriate, for Department of Commerce for code compliance.
- Provides technical building code advice and makes recommendations to boards, commissions, Council, civic groups and the general public on various aspects of building code enforcement; coordinates discussions with developers and contractors concerning applicable code requirements, including interpretations and recommendations as to technical matters. Develops policies and procedures and communicates them to staff.
- Resolves problems and questions presented by subordinate staff regarding work processes, policies, organization or methods; reviews standard correspondence and informational mailings for accuracy and appropriateness. Confers with the Fire Chief presenting or resolving difficult problems or questions, equipment replacement and discussing plans and actions to be taken.
- Consults with property owners, builders, architects, and engineers to resolve issues and complaints regarding code compliance and construction issues.
- Resolves complex and sensitive customer service issues, either personally, by telephone or in writing. Maintains records and documents of customer service issues and resolutions.
- ~~➤ Oversees inspections necessary for annual license renewals.~~
- Performs all functions of a building inspector including inspections of new and existing buildings, structures and properties to determine compliance with ordinances and codes. Issues correction notices and citations.
- Responsible for maintaining an appropriately trained and skilled workforce consistent with the work load and planned needs of the City. Evaluates work performance of subordinates and

prepares performance evaluations. Effectively recommends termination, suspension and other disciplinary matters for subordinates.

- Develops and revises the department's operating policies and procedures in accordance with applicable laws and the department's rules and regulations.
- Participates in the development of annual work plan including statements of scope of activity, goals and objectives; studies material, confers with others involved and participates in the formulation of the final product.
- Works with other city departments in coordinating plan approval and building code related issues.
- Ensures that incoming complaints are prioritized and delegated to the appropriate agency in the city, and sees that violations are corrected to close the case out.
- Supervises Housing Enforcement Inspector to ensure work duties support public safety through state law and municipal code enforcement programs.
- Assists Manitowoc Fire Rescue Department with technical support and compliance testing of life safety notification systems.
- Participates in creation of next budget period by compiling past expenditure figures, estimating future costs and making determination of new budget figures; reviews, monitors and controls all financial transactions; approves all purchase orders originating within the department.
- Assures that assigned areas of responsibility are effectively and efficiently performed within budget.
- Reviews current trends and developments in the field of construction, and prepares revisions to codes, ordinances and local regulations. Supervises the examination of building plans of all types to determine compliance with code requirements and related regulations.
- Administers the permitting function, including application, fee assessment and collection, permit issuance, inspection, and occupancy.
- Responsible for maintaining an awareness of all department inspection projects active in the field and for reporting any problems or deficiencies.
- Issues citations for code violations and testifies in court concerning violations of laws and regulations, if necessary.
- Facilitates employee development. Works with staff to improve communication and reporting abilities.

#### **OTHER DUTIES**

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- Performs related work independently as required.

#### **MINIMUM POSITION QUALIFICATIONS**

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<b>Education:</b>	Bachelor's Degree in engineering, management, or related field, or any equivalent combination of significant experience and training which provides the required knowledge, skills, and abilities as determined by the employer.
<b>Experience:</b>	5-6 years of experience in a related field.
<b>Certifications/Licenses:</b>	REQUIRED: Certified inspector of the Wisconsin Department of Safety and Professional Services. Certified by the State in <u>a</u> Commercial <del>Electrical</del> <u>Credentialed</u> Inspection, UDC Construction Inspection, and UDC HVAC Inspections. Any certification not possessed at time of hire must be obtained within one (1) year of the date of employment. PREFERRED: 3 years of supervisory experience.
<b>Other Requirements:</b>	Must possess a valid Wisconsin Driver's License.

## KNOWLEDGE, SKILLS, & ABILITIES

This position ~~requires comprehensive~~ ~~must have a thorough~~ knowledge of the materials, methods and practices ~~involved used in the~~ installation, repairing and maintenance ~~in a variety of~~ electrical, heating and ~~ventilating-ventilation~~ installations ~~systems, as well as related~~ equipment, appliances and ~~standard~~ testing devices, ~~pertaining thereto~~; ~~The individual must be able to~~ ~~the ability to~~ read and interpret plans, specifications ~~rough sketches, codes, and ordinances and layouts to determine their~~ ~~ensure~~ compliance with established standards and codes; ~~detect and locate non-code compliant work, identify deficiencies,~~ coupled with the ability to ~~ascertain and determine the most effective~~ the stage of construction or installation when deficiencies are most easily found and remedied ~~for correction~~.

This ~~position must possess ability to enforce and~~ ~~roles demands the ability to~~ interpret and enforce regulations firmly and tactfully; ~~ability to establish and~~ ~~while~~ maintaining effective working relationships with contractors, architects, property owners, ~~employees~~ ~~City staff~~, and the public; ~~ability to prepare accurate records, and present effective oral and written reports;~~ and a good working knowledge of computer operations and procedures is required, including, but not limited to statistical software packages ~~Strong organizational, communication, and reporting skills are essential, along with proficiency in computer systems and software, including word processing programs, spreadsheets, and databases, statistical programs, and~~ ~~This position must have the ability to communicate clearly and concisely, both orally and in writing, and establish and maintain effective working relationships with other departments and entities; the ability to successfully utilize computer operating systems and programs such as Microsoft Office applications, Windows or similar software; is~~

~~The successful candidate will be a~~ team-oriented, ~~self-motivated~~ ~~experienced and innovative individual with strong oral and written communication skills; strong in conceptualizing and detailing development plans for residential, commercial and industrial applications; and an independent self-starter, with strong organizational skills, professional with sound good judgment, and adaptability, and the ability to manage multiple deadlines. to adapt to new situations.~~

~~This position must have the ability to meet multiple deadlines and work effectively in a team environment; Responsibilities requires reading and interpreting policy manuals, technical manuals, building and electrical plans, and Wisconsin Administrative Codes, and City ordinances; applying mathematical and statistical concepts; ability to read and interpret building and electrical plans and specifications; ability to present facts and recommendations effectively in oral and written form; ability to communicate effectively with fellow staff members, other City personnel and the general public; add, subtract, multiply, divide, calculate percentages, fractions and decimals; apply concepts such as percentages, ratios, area, volume, circumference and proportions; ability to interpret basic descriptive statistical data and reports; ability to interpret graphs and formulas; apply common sense understanding to enforce municipal ordinances and building codes by exercising good judgment, creativity and decisiveness; and deal with problems involving several variables in analyzing complex situations involving multiple variables; and presenting clear, accurate oral and written recommendations, when dealing in a sometimes hostile even in challenging environments.~~

## BACKGROUND CHECK

Condition of employment

## PHYSICAL DEMANDS

The physical demands ~~described herein are~~ ~~outlined below are~~ representative of those ~~that must be met by an employee~~ ~~necessary~~ to successfully perform the essential functions of this ~~position~~ ~~job~~. Reasonable accommodations may be ~~made~~ ~~provided~~ to enable individuals with disabilities to perform the ~~se~~ essential functions.

**Manual Dexterity:** ~~While performing the duties of this job, t~~ The employee is regularly required to sit, stand, walk, use both hands to handle, touch, ~~and~~ grasp ~~objects~~; reach

**Physical Effort:**

with hands and arms; and communicate effectively through speaking and hearing. talk and hear. Routine use of office equipment, including~~Must operate~~ computer keyboard, telephone, and calculator, is required.

The ~~employee position often may be required to~~ frequently involves climbing, ~~or balancing,~~ stooping, ~~or kneeling,~~ ~~or crouching,~~ and crawling. The employee regularly is required to climb an extension ladders, ~~and~~ stepladders ~~or crawl.~~ ~~The employee is occasionally~~ Occasional required to lifting and/or moving ~~up of objects up~~ to 50 pounds is required. Specific vision abilities for this role required by this job include close vision, and distance vision, peripheral vision, depth perception, and ability to focus. Ability

~~to~~ This position also requires coordination of eyes, hands, feet and limbs ~~in to safely~~ performing semi-skilled movements~~tasks.~~

**Working Conditions:**

~~While performing the duties of this job, the employee is~~ Employees in this position are regularly exposed to outdoorside weather conditions; and must walk on ~~regularly walks over~~ uneven terrain.; Duties include using ~~uses~~ ladders to access upper floor levels ~~in of~~ unfinished buildings, and as well as ~~accessing roof rooftops, sometimes in~~ unseasonable ~~adverse~~ weather. The typical noise level ~~in the work environment is usually~~ moderate; however, inspections may occasionally involve exposure to low environments, including heavy earth moving ~~construction~~ equipment and ~~factory noise may occur~~ while on inspections ~~industrial settings.~~

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This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.